

18.01.2021 - Auslandshandelskammern

# Customer Relations Manager Members (m/f/d) - AHK Japan

 Full-time/Part-time: Parttime

 Location: Tokyo

Apply at:  
[management@dihkj.or.jp](mailto:management@dihkj.or.jp)

With representations in 92 countries around the globe, the network of German Chambers of Commerce Abroad (AHKs) provide a local, distinctive, result-oriented service network – the largest of its kind in the world. Our team in Japan primarily supports small/medium and family-owned companies in establishing and building their business with Japanese customers and partners. For our roughly 470 corporate members we are providing comprehensive opportunities for networking, information, exchange and lobbying (via EBC).

We are currently seeking at the earliest possible entry date a Customer Relations Manager - Members (m/f/d).

## About the position

### The role

- Direct new member acquisition and maintain relations with current members
- Identify and develop topics of interest to our corporate members
- Develop and implement specific initiatives, event programs and working groups for our corporate members
- Initiate and manage social events and the Annual General Meeting
- Cooperate in areas of common interest with other national chambers and the European Business Council (EBC)
- Responsibility for budget forecasting and control with regards to member related activities

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## Required qualifications

### Your profile

- Several years of proven experience in customer relation and project management
- Firm grasp on topics of interest to our members
- High affinity for digital services and digitalization in general
- Highly creative, with flexibility and organizational ability
- Motivated, assertive, resilient, and an effective communicator
- Native level in English or German and very good command of the other one, Japanese is a plus

## What we offer

### We offer

- Self-directed work in an innovative international workplace
- Direct reporting line to the senior management
- Local employment
- Compensation commensurate with experience and the demands of the role

Please send your application (with photo) indicating your earliest availability and your salary expectations in English and German by email to Management AHK Japan, [management@dihkj.or.jp](mailto:management@dihkj.or.jp).